

Minutes of the Parish Council Meeting
Held on 16th Nov 2020 at 7.30pm by means of Zoom Virtual Software.

Present: - Cllrs John Graham (JG) (Chairman), Anne Curtis (AC), Alan Davies (AD), Marion Reeve (MRV), Paul Caddick (PC), Valerie Williams (VW), Lisa Emerson (LE), Carmen Vazquez (CV), Jasmine McGregor (JG)
Cllr. Matthew Riddle (MR) (SGC),

Graham Smith (Clerk) / (Meeting Host on "Zoom")

(Clerk) informed all participants that the meeting was being recorded on "Zoom" software and will be retained until the minutes are published whereupon it will be deleted.

1. Apologies for Absence

Cllr Keith Burchell (KB) (SGC).

2. Declaration of Interests

None

3. Public Participation

Two members of the public were present, one remained anonymous the other being Mr Kevin Hunt, Vice Chair of Governors representing St Helens School. (Clerk) informed Mr Hunt that space is available on the agenda to speak. (Chair) offered five minutes to anonymous member of the public who remained mute.

4. Minutes from previous meeting

Minutes of the previous meeting had been circulated with the agenda papers and Cllrs agreed that this was an accurate representation of the meeting.

20.033 Resolved: The minutes of the Parish Council meetings held on Monday 19th October 2020 were accepted.

(Clerk) stated that the minutes would be delivered to Chair for signing.

5. Review & Recommendations from Planning Committee.

(AC) reported on the meetings as detailed within the Planning meeting minutes of 19th October & 2nd November 2020.

6. Finance Matters Arising

6.1. Finance Report September 2020

(Clerk) stated that he had distributed reports and reconciliations for September. (AC) proposed that the finance reports be accepted (MRV) seconded and all Cllrs agreed.

20.034 Resolved: The financial report for September 2020 as presented was accepted as accurate.

(Clerk) provided to Councilors with the agenda packs information relating to the NJC salary review for Clerks which had been approved in August and back dated to April 2020 and requested that councilors are aware of the review and the backdated entitlement which will be submitted for payment at the next meeting with the Clerk salary. Cllrs unanimously approved the submission.

(Clerk) confirmed to councilors that the external audit report had been completed and forwarded by the external auditor that morning. There was one item to be aware of and will be on the agenda at the next meeting. (Clerk) confirmed that the notices for the completion of audit had been published on the website and posted on the Parish noticeboards.

7. Responsible Councillor Reports

(AC) submitted the Playing Fields and Open spaces report by email in advance for Councilors to review.

The volunteer handy man Jim Godden has been working very hard painting the play equipment in the Lime Kiln play area so that the older equipment will be the same colour theme as the new piece. (AC) suggested that the council write to thank him. (Clerk) agreed to draft a letter to Mr Godden on behalf of the Parish Council.

F201116-01 – Draft a letter of thanks to Mr Godden on behalf of the Parish Council.

Action to (Clerk)

Prestige Grounds has been busy cutting the hedges and tidying up in all areas. The hedges opposite the school and around the play area are looking good. These could not be cut until September and Prestige Grounds were unable to cut them with the rest perimeter hedge because of parked vehicles opposite the school under the hedge.

The new football posts were erected into the football pitch on 12th November by Prestige Grounds.

There has been public interest in the necessity to resurface the Lime Kiln Play area thought should be given by councillors to source grant aid from commercial business such Asda and Tesco. (Clerk) has been busy getting quotes for this and will be major expenditure for the council.

(JG) suggested that the Open Spaces subcommittee “re-group” to discuss these issues and requested that the new councillors consider becoming involved. (Clerk) confirmed the necessity for a subgroup to consider the play area resurfacing as the issues involved are complex. Also to note many other issues the Parish Council should consider such as extending the range of facilities available to residents, trees, climate change and suggested that an initial “Zoom” meeting take place in December subject to the availability of volunteers. (AC) requested for volunteers, (JM), (LE), (CV), and (VW) volunteered to join (AC) on committee.

(PC) stated that he had little to report on the allotments due to the time of year. A further request from a resident to join the waiting list was received bringing a total of five residents now waiting. (Clerk) asked new councillors to email him to organise a date and time should they wish to visit.

(Clerk) informed Cllrs that he had received a request from allotment holders that Cllrs consider the access path to the allotments from the Loans driveway and the vehicular access and how they would be maintained particularly with regard to encroaching foliage.

(MRV) reported on the meeting as detailed within the Quarry Rd subgroup meeting of 4th Nov 2020. (AC) and (MR) stated a level of disappointment with Bromford toward their approach toward funding but is early days and there remains optimism that they will assist. This question will be asked at the next meeting once SGC have established their potential funding contribution.

8. Representative Reports

St Helens School Report

Mr Kevin Hunt (St Helens School) introduced himself as vice-chair of St Helens School and briefed Councillors to their intentions of establishing a reading room for school and community use to be located at the front of the school as discussed at the Parish Council Planning meeting of 2nd November. Fitting with the philosophy of “flying high” and the connections locally with aviation the school feel that the siting of the aircraft fuselage will bring huge benefits to the school. The response to the Parish Council’s planning committee submissions to SGC were placed in a letter to the Parish Council (included with the councillor agenda packs) to which Mr Hunt re-iterated but also agreed with the concerns of the Parish Council relating to traffic and particularly the speed of traffic coming off the A38 and confirmed the wish for St Helens School to work with the Parish Council to address these issues. (AC) confirmed the existence of the Greenhill Rd sub-group and the issues that the sub-group discuss, much of which is safety related and the school use of the Jubilee Hall / Youth centre as a parking facility and irresponsible use of space which affects users of the community buildings ability to park. Mr Hunt agreed to feedback to school staff and governors the concerns of the Council. A travel plan is being considered by the school.

(AC) added that the immanent SGC consultation relating to parking restrictions within the area would add to issues which could likely cause further problems for the users of community buildings. (MR) stated that information from Rob Wiltshire will be distributed to the working group within a week and suggested that a representative from the school governors should be made available to sit on the working group.

(Clerk) requested from Mr Hunt an update regarding the appointment of a new school community governor after the resignation of Chris Casey. Mr Hunt confirmed that he would bring this to the attention of the governing board but in the meantime to use himself as the conduit of communication between the school and council.

(AC) reiterated that the Parish Council is not against the establishing of a reading room but is simply concerned for the safety of road users, pedestrians, and children in the area.

Police Report

(Clerk) informed Cllrs that PC Will Price sent his apologies and presented a report on his behalf. Criminal activity in the Parish is very small, ASB reduced significantly during the Covid period and drug abuse amongst the youth has also reduced significantly. PC Price continues to visit parks regularly and continues a watchful eye around the Parish. It is with regret that a major crime occurred due to a banking fraud and encourages residents to be vigilant when it comes to releasing bank account details or irregularities with calls professing to be from banks or commercial organisations.

9. South Gloucestershire Council Matters

(MR) presented an update as per the pre-distributed report.

South Gloucestershire Council (SGC) has set up a dedicated part of its website for C19 related matters. This includes how SGC is working with the many local support groups that were formed and continues to be active in these areas. The web site gives details of help and support available to residents and businesses

SGC are holding all meetings 'virtually' using Microsoft Teams and the full range of meetings are now taking place.

The Climate Change Action Plan for this year was agreed at the May cabinet meeting and a standing committee (part of the Council's Scrutiny Commission) meets regularly to review the work in this area. All related papers can be viewed on the council website

The current active consultations SGC Consultations that will be of interest to Alveston Parish are : Self-Build Supplementary Planning Document (SPD), Drainage Systems Supplementary Planning Document (SPD), Trees and Development Supplementary Planning Document (SPD), Affordable Housing Supplementary Planning Document (SPD), Green Infrastructure Supplementary Planning Document (SPD), Greener Places Engagement (Deadline November 30th), SGC Annual Council Budget 2021/2022 (Deadline January 3rd 2021), Thornbury High Street long term plan/ future (Deadline January 31st 2021) details of which are available on the South Glos. Council website.

The new earth bund on The Green, Down Road has been reseeded and the new seeding seems to be germination and growing well. Highway issues e.g. blocked drains, potholes, overgrown hedges, fly tipping etc continue to be logged as identified. Street care problems such as potholes, broken signs, ASB, fly tipping, overgrown hedges etc, can also be logged at the SGC website.

(JM) asked for clarity from (MR) relating to CIL payments and s106 monies which was explained in detail by (MR) and (Clerk) clarified the process as it relates to the Parish Council.

(AC) asked form (MR) the current financial health of SGC particularly considering the strain Covid has had on district council finances nationwide. (MR) explained that currently SGC's financial position is currently relatively healthy but is under constant review.

10. Grant Aid

All applications for grant aid for community groups were received by (clerk) prior to the deadline date of 31st October. Four applications were made for councillor consideration which were predi distributed with the agenda packs.

Alveston Allotment Association requested £500 to purchase the required tools to maintain the pedestrian and vehicular access to the allotments. (AC) proposed that the Parish Council Grant £500 to the AAA for the specified purpose. (PC) seconded and all Cllrs unanimously agreed.

20.035 Resolved: The Parish Council approve a grant payment of £500 to the Alveston Allotments Association for the specified purpose.

Alveston Charities requested £500 for the benefit of residents requesting assistance. (Clerk) described the function of Alveston Charities and the Parish Council involvement. (AC) gave examples of how the money is use by the organisation. (AC) proposed that the Parish Council Grant £500 to Alveston Charities for distribution to good causes within the parish. (JM) seconded and all Cllrs unanimously agreed.

20.036 Resolved: The Parish Council approve a grant payment of £500 to Alveston Charities.

Four Towns & Vale Link Community Transport requested £500 to assist with the purchase of a vehicle aimed at children with special needs and people who are elderly and/or less able. (LE) proposed that the Parish Council Grant £500 to Four Towns & Vale Link Community Transport (MRV) seconded, and all Cllrs unanimously agreed.

20.037 Resolved: The Parish Council approve a grant payment of £500 to Four Towns & Vale Link Community Transport.

Helmet Magazine requested £400 to assist with the cost of producing a valuable free community magazine. (PC) proposed that the Parish Council Grant £400 to the Helmet Magazine (LE) seconded, and all Cllrs unanimously agreed.

20.038 Resolved: The Parish Council approve a grant payment of £400 to Helmet Magazine.

11. Charges 21/22

(Clerk) included with the agenda packs a draft of the Parish Council charges for 21/22 which reflected the councillors request at October meeting to increase all charges by 5%, for councillors' consideration.

(PC) proposed that charges as presented be adopted for 2021/2022 (MRV) seconded and all councillors unanimously agreed.

20.039 Resolved: The Parish Council approve charges for 2021/22 as presented.

12. Budgets & Precept 21/22

(Clerk) included with the agenda packs a draft of the Parish Council budget for 21/22 which reflected the councillors request to increase the precept by 5%, for councillors' consideration. No questions were raised from councillors.

(PC) proposed that the budget and precept of £57,425 as presented be adopted for 2021/2022 (AD) seconded and all councillors unanimously agreed.

20.040 Resolved: The Parish Council approve the budget and precept for 2021/22 as presented. (Clerk)

13. Standing Orders / Financial Regulations Review

(Clerk) included with the agenda packs the Parish Council Standing Orders and Financial Regulations as approved in 2019 and requested that these both be reviewed and any questions to be raised at this meeting if required. (JG) proposed that the Standing Orders and Financial Regulations as presented be approved and adopted for 2021/2022 (MRV) seconded and all councillors unanimously agreed.

20.041 Resolved: The Parish Council approve the existing Standing Orders and Financial Regulations with no alterations and as presented for 2021/22.

14. Authorisation of Payments

14.1. Payments authorisation 2nd November 2020 (no payments were made for submission)

Details	Chq. no	£
N/A		

14.2. Payments Authorised: - (Signed by (JG) & (AC))

Grounds Maintenance	26	1170.00
Photocopy & Print	27	36.30
Cllr Training – Essential Cllr * 3	28	180.00
Sign for allotments *2	29	48.00
Paint for Play Equipment	30	197.82
Annual Playground Inspection	30	288.00
Grant – Christmas light contribution	31	213.80
Salary – Inspect / Sweep	32	233.40
Clerk – Salary & Expense	33	1393.83
Salary – Cemetery Caretaker	34	124.31
Localism Charges	35	1431.04
Line Rental / BB / Calls	36	213.70
External Audit	37	360.00
Total Payments		£5,890.20

14.3. Recent Receipts – Sept

Details	Ref.	£
Precept	DDR	27345.00
Total Receipts		£27,345.00

20.042 Resolved: That all receipts and payments presented to the PC meeting on 16th November 2020 were accepted.

15. Correspondence

(Clerk) informed Cllrs that he had received four items of correspondence for review. A reply from Luke Hall relating to correspondence forwarded as requested by the Planning Committee. A response to the Planning Committees' comment relating to the St Helens School application from Mr A Spens. An email regarding tree planting which Councillors agreed that the open spaces sub-committee discuss. An email regarding play areas and equipment which Councillors agreed that the open spaces sub-committee discuss

16. Website / Helmet

(AC) requested that (Clerk) place a letter requesting that residents consider their responsibilities relating to obstructions created by uncut hedges and irresponsible parking denying access to pavements for many residents in the community.

17. Any Matters the Chair Considers Urgent

None

Meeting closed at 21.07 pm

**The next Council Meeting will be 21st December.
(Via virtual "Zoom" software)**